



MAIN OFFICE • 707 N. ARMSTRONG PL. • BOISE, ID 83704-0825 • (208) 375-5211 • FAX 327-8500

"Partnering to promote, protect and preserve health in our community"

**Central District Health Department Board of Health Meeting
Friday, October 18, 2013 ~ 8:30 a.m. to 2:30 p.m.
707 N. Armstrong Place, Boise, Idaho**

Board Members:

Steven F. Scanlin, JD, Chair
Betty Ann Nettleton, RN, V-Chair/Trustee
Commissioner Barbara Balding

Dr. Ted Epperly, MD
Commissioner Al Hofer
Dr. Jane Young, DNP

Frank Eld

Staff:

Russell A. Duke, Director
Donna Mahan, Recorder
Jaime Harding

Cindy Trail
Mark Riley
Rebecca Lemmons

Bonnie Spencer
Kimberly Link

Rob Howarth
Sarah Correll

Guest BSU Student:

Tayna Scifres
Mandy Hill

Kristen Simonson

Shayla Ritchie

Dona Salazar

Call Board of Health Meeting to Order – Steve Scanlin

Steve Scanlin called Central District Health Department (CDHD) Board of Health meeting to order at 8:33 a.m.

Board of Health Minutes for August 23, 2013 – Steve Scanlin

With no corrections made, the August 23, 2013 Board of Health minutes stand approved as presented.

MOTION: Frank Eld moved to approve the minutes as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

Cash Basis Fund Statement – Bonnie Spencer

The Cash Basis Fund Statement at year-end (June 30, 2013) showed Designated Funds for Special Projects/Carryover at \$77,339. Bonnie Spencer requested a motion to designate the available cash balance for special projects this fiscal year. The Board had approved a 3-year project for WIC education of healthcare workers and outreach; final installment for these two projects would be \$50,000, leaving \$27,339 to be applied to the IT special projects. As a follow up to the July meeting, about \$280,000 in IT projects are planned for this year, which include EHS system completion, Netsmart installments, and additional computer equipment. The total amount needed for special projects is \$329,789. We need from the Board clarification for how to present funding for the additional \$252,450. Bonnie requested that we transfer \$252,450 from the Capital Reserve Fund to Special Projects/Carryover. The Board agreed to transfer the full amount upfront with updated reports provided on how the money is being spent, and any unspent funds will be transferred back to Capital Reserve Funds.

Serving Valley, Elmore, Boise, and Ada Counties

Ada / Boise County Office
707 N. Armstrong Pl.
Boise, ID 83704
Enviro. Health: 327-7499
Reproductive Health: 327-7400
Immunizations: 327-7450
WIC: 327-7488
FAX: 327-8500

Elmore County Office
520 E. 8th St. North
Mountain Home, ID 83647
Enviro. Health: 587-9225
Family Health: 587-4407
WIC: 587-4409
FAX: 587-3521

Valley County Office
703 N. 1st St.
McCall, ID 83638
Ph. 634-7194
FAX: 634-2174

MOTION: Frank Eld made the motion to make these two transfers (FY 2013 Undesignated Cash Balance of \$77,339 and \$252,450 for the Capital Reserve Fund) with updated reports given on how the money is spent and unspent money will be transferred back to the Capital Reserve Fund at year-end; Dr. Jane Young seconded; discussion (Confirmed current Reserve Funds amount is adequate.); all in favor; motion carried.

Financial Report: FY 2014 September Budget to Actual – Bonnie Spencer

The "Budget to Actual" report for July 1, 2013 through September 30, 2013 was presented. The Cash Balance was \$2,165,069 with the Undesignated Balance at \$492,679. General Revenue is at 26% of budget. Fees and Contracts are under budget. We received an increase in county revenue. For Expenditures, we are at 26%. Personnel costs are overspent by 1.5% (\$109,711); we should be okay for year-end considering the personnel adjustments that we have made.

Letter of Support: Boise's Child Care Licensing – Rebecca Lemmons

Rebecca Lemmons updated the Board on the work being done to change the ordinance to integrate activity and nutrition policies into Boise's Child Care licensing and asked the Board to send a letter of support to the Boise City Council. The Board approved sending a letter of support.

MOTION: Betty Ann Nettleton moved to send a letter of support to the Boise City Council regarding integrating physical activity and nutrition policies into Boise's Child Care licensing law; Dr. Ted Epperly seconded; no further discussion; all in favor; motion carried.

2013 West Nile Season – Kimberly Link

With mosquito abatement activities in three of four of our counties, immunity to the West Nile Virus, and the Fight the Bite Campaign, Kimberly Link reported this year's West Nile Virus season resulted in a low number of cases reported in District 4.

Mycobacterium Abscessus Outbreak – Sarah Correll

Sarah Correll, General Epidemiologist, presented to the Board the *Mycobacterium abscessus* outbreak, which is a rare infection. *Mycobacterium abscessus* is a bacterium that is found naturally in water and soil that can cause infections of the skin and the soft tissues under the skin. It is not a reportable disease nor is transferrable from person to person; however, an investigation took place using multiple partnerships to identify the infection, to find the common link and the source of the infection, then to eliminate it. The Communicable Disease Control Section work daily to quickly stop the spread of diseases in our community.

Break – Steve Scanlin

Satellite Offices – Russell Duke/Cindy Trail/Mark Riley

In preparation for Cindy Trail and Mark Riley to address the comments and questions presented at the August Board meeting, Russell Duke reviewed the history of seeking a satellite office in Boise. After a thorough discussion regarding the satellite concept, location of a satellite office, purchasing of the Yanke property, and moving forward with the satellite office, the Board made their decision.

The Board strongly supports the satellite concept, meeting our clients where they are. At this point, they do not support purchasing the Yanke property located on Fairview Avenue between 27th and 30th.

MOTION: Dr. Ted Epperly made a motion that we vote no on purchasing this location for a satellite office (Yanke property); Betty Ann Nettleton seconded; further discussion; motion carried 4 to 3.

Further Discussion Before the Vote: Continued debating the pros and cons of this location including reviewing and discussing the Executive Summary of the Phase 1 Environmental Site Assessment.

After the motion was carried, the Board's next decision point was a satellite office in this vicinity.

MOTION: Commissioner Al Hofer made a motion to continue investigating property in that vicinity and report back to the Board. No second on motion; motion failed.

In conclusion, we will not pursue this location and will not pursue looking for additional property. Several Board members felt we should put the satellite office project on pause for now.

MOTION: Commissioner Al Hofer made a motion to support a satellite office and continue looking for property in the Downtown area; Dr. Jane Young seconded; further discussion; motion failed 2 to 5.

Further Discussion Before the Vote: Board members agree with the satellite concept. The discussion focused looking in the Downtown area for land, the financial feasibility, and if we should put this project on hold.

State General Fund Appropriation Formula – Russell Duke

During Russell Duke's meetings with legislators from District 4, Russ focused the conversation on tobacco policy, physical activity and nutrition, and Medicaid redesign. He also spoke with them about the general fund appropriation formula generally at high level except for his conversation with Senator Brackett. Mr. Duke along with Mike Kane met with Dan Chadwick and Tony Poinelli; Russ reviewed the history of the state general fund appropriation formula. Dan and Tony stated that they will talk with the other District Directors. In December, the Trustees will decide on the formula for next year, which the Directors are working on alternative formulas to present. It was the decision of the Board to have an independent review of the formula.

MOTION: Frank Eld made a motion that the Board direct Betty Ann in requesting of the Board of Trustees an independent study for the state general fund distribution formula to determine a fair distribution of funds; Dr. Ted Epperly seconded; further discussion; all in favor; motion carried.

Further Discussion Before the Vote: Through further discussion the Board agreed that an independent study should be done under the direction of the Board of Trustees only and not delegated to the District Directors. The Board requested that a letter be sent to the Board of Trustees chair, Tom Faulkner, making this request on behalf of the CDHD Board of Health – letter signed by CDHD Board Chair, Steve Scanlin – conveying this request. If the issue regarding unfair distributions of funds is not addressed and agreed upon, CDHD Board will look at alternatives including independent options for funding.

Electronic Health Records (EHR) – Cindy Trail

Cindy Trail presented the updated timeline of implementation; currently we are on the "Final Review and Validation point"; we have not signed off on this yet. She also presented the pricing summary for the Board's review. We continue with our multiple conference calls and onsite trainings as we move forward with the project.

McCall Update on Smoking Ban – Frank Eld

With the smoking ban facing opposition, Frank Eld asked if CDHD would send a letter to the editor supporting a smoke-free community and the importance of this policy. The Board was in consensus that a letter would be sent by the Board Chair or the District Director on our position on tobacco use.

Director's Report – Russell Duke

2014 IAB Annual Conference: The 2014 Idaho Association of District Boards of Health conference will be held in Sun Valley in the afternoon of Wednesday, June 4 (1/2 days) and a full day on Thursday, June 5.

Behavioral Health: Commissioner Balding was able to join the November 12 meeting. We will meet again with the state on December 11 to continue the discussion on our role in behavioral health. Betty Ann Nettleton noted that the drug court in Elmore County has had great success and community support.

PIO: We are in the process of refilling the PIO position, which should be completed in November. We received 65 applicants and narrowed it down to 8 individuals to interview.

Future Agenda Items

Dr. Ted Epperly would like to speak at a future Board meeting on expanding the Board by one more individual, a public member – a client, to add a perspective not currently being represented even if as an ex-officio member.

Executive Session – Steve Scanlin

Steve Scanlin asked for a motion to enter into Executive Session.

MOTION: Commissioner Barbara Balding moved to enter into Executive Session under Idaho Code 67-2345(b). Dr. Jane Young seconded the motion. The motion was carried unanimously by roll call vote individually – Betty Ann Nettleton, Commissioner Barbara Balding, Commissioner Al Hofer, Frank Eld, Ted Epperly, Jane Young, and Steve Scanlin,

Regular Session was resumed at 1:45 p.m., noting Dr. Epperly had to leave prior to coming out of Executive Session. Steve Scanlin, Chair, called for a motion regarding the Director's compensation.

MOTION: Frank Eld made a motion to approve moving Russell Duke's compensation to \$115,000; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

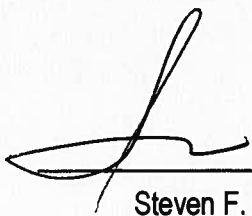
The Board noted that if Mr. Duke was interested in training or additional vacation to discuss it directly with them.

Adjournment – Steve Scanlin

No further business was brought before the Board: meeting adjourned at 1:58 p.m. through motion.

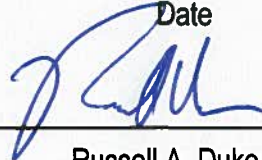
MOTION: Dr. Jane Young moved to adjourn the meeting; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

Respectfully submitted:



Steven F. Scanlin, Board Chair

12/13/13

Date


Russell A. Duke, Secretary